

**CHANGE ORDER MEMORANDUM**

CEM-4903 (REV 06/2016)

DATE \_\_\_\_\_

TO			FILE	
FROM			CONTRACT NO. _____	
			CO-RTE-PM _____	
			FED NO. _____	
CHANGE ORDER NO.	SUPPLEMENT NO.	CATEGORY CODE	CONTINGENCY BALANCE (Including this change)	
			\$ _____	
CHANGE ORDER AMOUNT			HEADQUARTERS APPROVAL REQUIRED?	
\$ _____			<input type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE	
SUPPLEMENTAL FUNDS PROVIDED			IS THIS REQUEST IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS?	
\$ _____			<input type="checkbox"/> YES <input type="checkbox"/> NO	
ORIGINAL CONTRACT TIME:	TIME ADJUSTMENT THIS CHANGE:	PREVIOUSLY APPROVED TIME ADJUSTMENTS:	PERCENTAGE TIME ADJUSTED (Including this change)	TOTAL # OF UNRECONCILED DEFERRED TIME (Including this change)
_____ DAY(S)	_____ DAY(S)	_____ DAY(S)	_____ %	_____

THIS CHANGE ORDER PROVIDES FOR (Use additional pages as needed):

Furnish and install Project Funding Identification C47C(CA) signs for projects funded by the Road Repair and Accountability Act of 2017 (SB-1). Project funding identification sign installation should be completed as soon as possible for projects already under construction.

**Reason for Change**

The Division of Traffic Operations has adopted a new project funding identification sign for use on projects with funding provided by Road Repair and Accountability Act of 2017 (SB-1). Because the majority of the funding covers "Fix-it-First" highway repairs, funding signs will be placed on projects such as pavement preservation, hot mix asphalt resurfacing, and striping projects.

Standard special provision 12-3.11 has been revised to include SB-1 project funding signs, and details have been created for the SB-1 project funding identification signs. This change order implements the new sign requirements on SB-1 funded projects that were advertised without the revised standard special provision.

**Concurrence**

This change order is in accordance with Division of Construction CPD 18-2, dated March 12, 2018.

**Method of Payment**

*Use for Agreed Unit Price*

**Extra Work at Agreed Unit Price:**

The agreed extra work at unit price of \$ <unit price> is based on a force account analysis filed in the project records, and represents the costs for furnishing and installing Project Funding Identification C47C(CA) signs.

Estimated Extra Work at Agreed Unit Price total \$ \_\_\_\_\_.

*Use for Extra Work at Force Account, for striping projects add relocation if required.*

**Extra Work at Force Account:**

For furnishing and installing Project Funding Identification C47C(CA) signs, the contractor will be compensated on a force account basis.

Estimated Extra Work at Force Account total \$ \_\_\_\_\_.

**Time Adjustment**

This change order will not affect the controlling activity; therefore, no time adjustment is warranted.

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CHANGE ORDER NUMBER	SUPPLEMENT NO	CONTRACT NUMBER
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<b>CONCURRED BY:</b>	<b>ESTIMATE OF COST</b>																		
CONSTRUCTION ENGINEER/BRIDGE ENGINEER      DATE	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;"></td> <td style="width:35%; text-align: center;"><b>THIS REQUEST</b></td> <td style="width:35%; text-align: center;"><b>TOTAL TO DATE</b></td> </tr> <tr> <td>PROJECT ENGINEER      DATE</td> <td>ITEMS</td> <td></td> </tr> <tr> <td>PROJECT MANAGER      DATE</td> <td>FORCE ACCOUNT</td> <td></td> </tr> <tr> <td>FHWA REP.      DATE</td> <td>AGREED PRICE</td> <td></td> </tr> <tr> <td>ENVIRONMENTAL      DATE</td> <td>ADJUSTMENT</td> <td></td> </tr> <tr> <td>MAINTENANCE      DATE</td> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> </table>		<b>THIS REQUEST</b>	<b>TOTAL TO DATE</b>	PROJECT ENGINEER      DATE	ITEMS		PROJECT MANAGER      DATE	FORCE ACCOUNT		FHWA REP.      DATE	AGREED PRICE		ENVIRONMENTAL      DATE	ADJUSTMENT		MAINTENANCE      DATE	<b>TOTAL</b>	<b>\$0.00</b>
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OTHER (SPECIFY)      DATE	<b>FEDERAL PARTICIPATION</b>																		
HQ OR DISTRICT PRIOR APPROVAL BY      DATE	<input type="checkbox"/> PARTICIPATING <input type="checkbox"/> PARTICIPATING IN PART <input type="checkbox"/> NONE <input type="checkbox"/> NON-PARTICIPATING (Maintenance) <input type="checkbox"/> NON-PARTICIPATING																		
RESIDENT ENGINEER SIGNATURE      DATE	<b>FEDERAL SEGREGATION (If more than one funding source or P.I.P. type)</b>																		
	<input type="checkbox"/> CHANGE ORDER FUNDED PER CONTRACT <input type="checkbox"/> CHANGE ORDER FUNDED AS FOLLOWS																		
	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%; text-align: center;">FEDERAL FUNDING SOURCE</td> <td style="width:40%; text-align: center;">PERCENT</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table>	FEDERAL FUNDING SOURCE	PERCENT	_____	_____	_____	_____	_____	_____										
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